

POST

*** NOTICE OF PUBLIC MEETING ***

BOARD OF EXAMINERS

LOCATION: Capitol Building
The Guinn Room
101 N. Carson Street
Carson City, Nevada 89701

VIDEOCONFERENCE: Grant Sawyer State Office Building
555 E. Washington Avenue, Ste. 5100
Las Vegas, Nevada 89101

DATE AND TIME: June 10, 2014 at 10:00 am

Below is an agenda of all items to be considered. **Action will be taken on items preceded by an asterisk (*)**. Items on the agenda may be taken out of the order presented, items may be combined for consideration by the public body, and items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

PENDING BOE AGENDA ITEM

1. PUBLIC COMMENTS

***2. FOR POSSIBLE ACTION – SAM CHANGES**

The Board of Examiners approves additions and revisions to the State Administrative Manual (SAM). Interested parties that wish to provide written comment to BOE for consideration of the proposed action must submit them by mail to:

209 E Musser St
Room 200
Carson City, NV 89701

or online through <http://budget.nv.gov/Feedback/> no later than 5 working days before the proposed meeting at which the BOE will consider the approval.

A. Department of Administration – Purchasing – 0200 - Travel

Agency Code: 083

Department: Department of Administration

Division (if applicable): Purchasing

Appointing authority: Greg Smith

Agency contact: Kimberlee Tarter, 775-684-0196, ktarter@admin.nv.gov

Budget Division Analyst: Melanie Young, 775-684-0167, m_young@admin.nv.gov

Proposed BOE date: 06/10/2014

1. Reason/purpose for requested change:

To revise SAM sections related to State Facilitated Charge Cards used for travel. The State has entered into a new agreement and the terms and conditions related to the use of cards have changed.

2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The changes will clarify the new procedures and processes necessary to comply with the terms of the new contract and properly control the use of the cards.

3. Will recommended change have a fiscal impact (if yes, explain):

No

4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (**please provide requested change as an attachment**):

See Attached.

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0218 Use of Rental Cars

~~The Motor Pool~~ *Fleet Services* must be used ~~when available before rental cars~~ for *all* in-state *motor vehicle* travel *when an agency car is not available and when it does not make sense for an employee to use their own vehicle. Agencies should not independently rent vehicles for in-state use; they should utilize the Fleet Services Division.* ~~When not available, or~~ When traveling out-of-state, ~~a rental cars may be used when~~ *are to be* rented from *the State contracted* companies ~~with which the State has agreements~~. Visit the Purchasing Division's website at <http://purchasing.state.nv.us> for the names of these companies and the guidelines on how to access these contracts. When renting from these companies, it is not necessary to purchase collision damage waivers, as these protections are already included in the negotiated overriding agreement. Should an employee be required to rent a vehicle outside of these agreements, he/she should, if possible, rent the vehicle using the State *sponsored facilitated* credit card ~~(currently Diners Club)~~, which provides coverage for physical damage to the rented car.

0230 State ~~Facilitated Charge~~ *Sponsored Credit* Cards for *Official Travel*

The State Department of Administration has contracted with a provider of ~~charge credit~~ *cards services* for travel related expenses. The ~~charge credit~~ cards are for official use only, and they should *only* be used, whenever possible, to pay for travel related expenses. ~~Charge cards may be issued at the option of the employee.~~ Only State officers and employees *who travel more than 4 times in a year* may *be eligible to* receive a State ~~facilitated charge sponsored credit~~ card, *subject to their agencies' internal policies and procedures. Employees must contact their agency's designated Travel Card Administrator (TCA) to request approval.* ~~State agencies may establish a charge limit for each card for each transaction, and an overall charge limit.~~ The payment of the ~~charge credit~~ card bill is the responsibility of the individual to whom the card is issued *and payment in full is due monthly*. It is the *State* agency's responsibility to monitor employees' credit card activity on a monthly basis. *Detailed information regarding the State sponsored credit card program can be found on the Purchasing Division's website under the "Contract Information" section.*

0232 ~~Travel~~ Cash Advances - ~~Charge~~ State Sponsored Credit Cards for Official Travel

The primary ~~procedure~~ *method* of obtaining a cash ~~travel~~ advance *is using a State sponsored credit card* is through ~~the use of the State facilitated charge card at~~ an authorized Automated Teller Machine (ATM) ~~facility~~. The State ~~facilitated charge sponsored credit~~ card is for official State ~~business travel~~ only. The payment of the ~~charge credit~~ card bill is the responsibility of the individual to whom the ~~charge credit~~ card is issued *and payment in full is due monthly*. Cash ~~travel~~ advances *for official State travel expenses* obtained through the State ~~facilitated charge sponsored credit~~ card are subject to the following restrictions:

1. The cash advance is available for any normal, reimbursable out-of-pocket expense incurred by the traveler, such as meals or incidentals.

~~1. Absent exigent circumstances;~~ *2. The dollar amount of any cash advance is limited to \$200 \$100 per bank established billing cycle.* ~~in any seven (7) day period.~~

~~2. Absent exigent circumstances, the minimum advanced is the meal per diem for one full day.~~

3. The standard ~~charge credit~~ card fee for cash advance transactions, ~~which is currently \$4.00,~~ is reimbursable by the State to the employee for every authorized advance obtained through the use of an ATM. Said expense should be treated for budgeting purposes as any other travel expense. ~~In the event the contracted cash advance fee changes, State agencies will be notified via all agency memorandums, in addition to being posted on the State Purchasing Division's website at www.purchasing.state.nv.us~~

4. Additional bank ATM facility charges related to obtaining an authorized advance from an ATM are also reimbursable by the State to the employee. ~~, subject to a maximum of \$3.00 per authorized advance.~~

5. The maximum *number of* withdrawals per ~~advance~~ *billing cycle* is subject to restrictions established by the traveler's agency but should be limited to one (1) per authorized trip.

~~6. The cash advance is available for any normal, reimbursable out-of-pocket expense incurred by the traveler which includes, but is not limited to, meals per diem, ground transportation, tolls and parking. Circumstances may dictate, however, that a travelling employee is required to obtain an additional cash advance from an ATM in order to pay for an unexpected out of pocket expense, e.g., hotel room expense. Such exceptions will be considered on a case by case basis by the travelling employee's agency.~~

~~7.~~ **6.** In the event an employee incurs interest charges related to late payment of a **charge credit** card bill on which only authorized charges occur ~~and absent exigent circumstances;~~ **and** the employee has submitted the request for reimbursement ("Travel Claim") within five (5) days after returning from the trip to which the interest charge relate, the State will reimburse the employee for the interest charge incurred. Prior to requesting reimbursement, however, the employee shall inform the employee's agency ~~Travel Coordinator~~ **Travel Card Administrator** of any extenuating circumstances that might be used to request the Business Service Representative of the **charge credit** card Contractor to eliminate any accrued interest charges. Reimbursement of eligible interest should be treated for budgeting purposes as any other travel expense.

~~8.~~ **7.** The Director of the Department of Administration may determine on a case-by-case basis, whether exigent circumstances permit deviation from these regulations.

~~9. Whenever an officer or employee uses a charge credit card issued at the request of the State for cash advances or travel expenses and the receipt of his travel reimbursement may be delayed more than five working days after the date of the initial submission of the travel reimbursement claim, the administrative head or his designee shall immediately issue to the officer or employee, for payment to the issuer of the credit card issued at the request of the State, a cash advance in the amount of the total travel expenses charged on the charge credit card.~~

0236 Disposition of ~~Charge~~ State Sponsored Credit Cards upon Employee's Change of Employment Status

When an employee who has been issued a **charge credit** card for **official State** travel expenses transfers to a different agency or leaves State service, the employee's agency shall:

1. If the employee transfers within State service, **the employee's agency Travel Card Administrator shall immediately cancel the card, within 24 hours. It is at the discretion of the employee's new agency to determine if a travel card will be required in their new position.** ~~notify the Business Service Representative of the Contractor for the charge cards of the transfer;~~
~~or~~

2. If the employee leaves State service, **the employee's agency Travel Card Administrator shall immediately cancel the card, within 24 hours.** ~~immediately retrieve the charge card from the employee and notify, within 24 hours after the change in the employee's status, the Business Service Representative of the Contractor for the charge cards that the employee has left State service.~~

3. BOARD MEMBERS' COMMENTS/PUBLIC COMMENTS

*4. ADJOURNMENT

Notice of this meeting was posted in the following locations:

Blasdel Building, 209 E. Musser St., Carson City, NV

Capitol Building, 101 N. Carson St., Carson City, NV

Legislative Building, 401 N. Carson St., Carson City, NV

Nevada State Library and Archives, 100 Stewart Street, Carson City, NV

Notice of this meeting was emailed for posting to the following location:

Capitol Police, Grant Sawyer State Office Building, 555 E. Washington Ave, Las Vegas, NV

Brad Carson bcarson@dps.state.nv.us

Notice of this meeting was posted on the following website:

<http://budget.nv.gov/Meetings>

Any questions regarding the agenda or supporting material for the meeting please contact Director Teska at (775) 684-0222 or you can email us at budget@admin.nv.gov .We are pleased to make reasonable accommodations for members of the public who are disabled and would like to attend the meeting. If special arrangements for the meeting are required, please notify the Department of Administration at least one working day before the meeting at (775) 684-0222 or you can fax your request to (775) 684-0260.

